

**[ CPA MEMORANDUM CIRCULAR NO. 04, S. OF  
2007, April 20, 2007 ]**

**POLICY GUIDELINES ON PORTERAGE OPERATIONS AND TARIFF  
RATES DETERMINATION**

**I. Objective**

Pursuant to Section 7 (j) of RA 7621 and CPC Board Resolution No. 164-2007 dated April 13, 2007 and in order to rationalize portorage rates, its systems and operational procedures, the following guidelines are hereby prescribed for the information of and compliance by all concerned.

**II. Scope**

This regulation shall be applicable to all portorage operations in all ports of Cebu Province.

**III. Definition of Terms**

- a. Portorage Service shall refer to the carriage by manual handling and/or with the use of wheeled equipment like pushcarts of passenger's hand-carried items, pieces of baggage, luggage and personal belongings to/from the passenger's point of embarkation/disembarkation to/from entrance/exit gates of the port premises.
- b. Porterage fee is the payment for the services rendered by a porter that conveys the carriage of personal baggage, with or without the use of pushcarts, to/from the passenger's point of embarkation/disembarkation to or from the entrance/exit gate of the port premises

**IV. Porterage Tariff Schedule**

The portorage service fees shall be based on the weight of the item, the actual distance traveled by the porters and the type of vessel being serviced in rendering the service in accordance with the following schedule.

BAGGAGE/LUGGAGE	RATE PER DISTANCE
Small (up to 10 kgs)	Please refer to attached schedule
Medium (10.01 to 25 kgs.)	Please refer to attached schedule
Large (25.01 kgs. Beyond)	Please refer to attached schedule

Note: Charging of personal baggage/cargo shall be on a per piece basis.

**V. Regulatory Fee**

All portorage service operators shall pay an annual regulatory fee of Php 3,000.00

excluding VAT

## **VI. Criteria for Granting a Permit to Operate a Porterage Service**

- a. The applicant must have an administrative capability.
- b. Should be a duly recognized corporation/cooperative/association duly accredited and endorsed by the concerned shipping company whose vessels berthed at a particular space in Cebu port; and
- c. Should be duly registered with the Securities and Exchange Commission (SEC) in case of corporations or Cooperative Development Authority (CDA) in case of cooperatives or the Department of Labor and Employment (DOLE) for associations; the Social Security System (SSS) and shall possess licenses/permits from other relevant government agencies.

## **VII. Operational and Administrative Requirements**

- a. Porterage service shall be on a purely voluntary basis. Passengers opting not to avail of the services of the porters shall not be forced to have his/her baggage and luggage serviced by porters without his/her permission.

- b. Porterage services provider shall issue receipts to passengers for the service rendered. The receipts shall be pre-numbered and shall indicate the porterage business name, the porter's name and number, the quantity of the baggages and the corresponding amount. It shall be divided into 3 portions, the first portion being the passenger's coupon, the second portion goes to the porter and the last shall be retained at the collection booth.

The baggage shall be assessed at the collection booth for the payment and the issuance of stubs to passengers and porters. It shall be indicated in all the three (3) portions of the ticket the man-number of the porter servicing the passenger to pinpoint liability in case of loss or damage to baggage.

- c. Before a vessel is berthed, responsible officer of said vessel should be required to announce that porterage services may be availed of at said port at prescribed rates.

- d. Porters shall fall in line about (10) meters away from the gangplank/access way of the vessel at least ten (10) minutes before the vessel is fully secured. They will board the vessel only via a designated gangplank upon clearance by the chief porter.

- e. The porterage rates shall be posted by CPA in all conspicuous places such as access openings in the port premises and shall be adhered to at all times.

- f. Porters shall be in prescribed uniforms with bold names and numbers (front and back) and shall wear their respective ID cards when inside the port.

- g. The provision of pushcarts when necessary shall be part of the regular porterage service and no extra charge shall be assessed for its use and the design of which shall be approved by the Authority.

- h. The porterage service provider shall provide collection booth at each area of

operation.

i. The portage service provider shall be liable for the indemnity of losses/damages to baggage/luggage or other effects handled by them. Such amount, however, shall not be more than the value of the baggage in case of total loss or equivalent to the loss sustained in case of partial losses.

j. Pieces of baggage/luggage that are serviced by porters shall not be liable to any Arrastre/ Stevedoring/Wharfage charges.

### **VIII. Penalty Clause**

CPA reserves the right to cancel or terminate any existing portage permit/contract in case of violation by the portage association or any of its porters, of any of the terms and conditions of the permit or CPA port rules and regulations or if public interest so demands.

### **IX. Effectivity**

This order shall take effective upon approval and after publication in a newspaper of general circulation.

Adopted: 20 April 2007

Approved:

(SGD.) ANGELO C. VERDAN  
*General Manager*

### **Portage Service Points and Corresponding Tariff Rates**

#### ***Management Office 2***

- From Vessels @ Berth 6 & 7 to Gate 2 (Vice Versa)

Small	Php 30.00
Medium	Php 40.00
Large	Php 50.00

- From Vessels @ Berth 8 to Gate 2 (Vice Versa)

Small	Php 30.00
Medium	Php 40.00
Large	Php 50.00

From Vessels @ Berth 9 to Gate 2 or 3 (Vice Versa)

Small	Php 30.00
Medium	Php 40.00
Large	Php 50.00